



Olympic Consortium Board & Olympic Workforce Development Council



Olympic Consortium Board

Clallam County Commissioner

Randy Johnson - Chair

Kitsap County Commissioner

Charlotte Garrido - Vice Chair

Jefferson County Commissioner

Greg Brotherton

OWDC Executive Committee

Chair - Marilyn Hoppen, *SVP Human Resources*
Kitsap Bank

Vice Chair - Monica Blackwood, *CEO/President*
West Sound Workforce

Jessica Barr, *Regional Director Washington State*
Employment Security Dept.

Cordi Fitzpatrick, *Human Resources Director*
Security Services Northwest

Chuck Moe, *Field Rep Northwest Laborers-*
Employers Training

Staff

Bill Dowling, OWDC Director

Alissa Durkin, OWDC Program Supervisor

Luci Bench, OWDC Program Analyst

Edward Looby, One-Stop Operator

Doug Washburn, Kitsap County Human
Service Director

MEETING AGENDA

DATE: November 15, 2024

TIME: 10:00 a.m. – 12:00 p.m.

LOCATION: Field Arts & Events Hall

219 N. Oak St., Port Angeles, WA 98362

[Microsoft TEAMS](#) | 1-253-617-4979 PIN 574124637

ACTION ITEMS:

1. Call to Order – 10:00 a.m. and Welcome (Field Hall - Steve)
2. **OWDC – Marilyn Hoppen**
 - a. Approval of November 15 Agenda
 - b. Approval Sept. 12 OWDC Meeting Minutes (Att. 2.b., p. 2-4)
 - c. Approval of Policy Updates 3100 & 1500 (Att. 2.c., p. 5-9)
 - d. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
3. **OCB – Commissioner Johnson**
 - a. Approval of Sept. 20 OCB Meeting Minutes (Att. 3.a., p. 12-13)
 - b. Nominations of 2025 Olympic Consortium Board Chair
 - i. Affirm OCB 2025 Chair
 - c. Approval of 2025 Calendar (Att. 2.d., p. 10-11)
 - d. Reappointment of OWDC Members (Att. 3.d., p. 14-18)
4. Recognition and Appreciation of Service – Charlotte Garrido

DISCUSSION ITEMS:

5. Veterans Spotlight – Alissa Durkin
6. Workforce Development Year in Review (Att. 6, p. 19-28)
7. OWDC Director Report Out – Bill Dowling
8. One-Stop Operator Report Out – Ed Looby (Att. 8, p. 29-32)
9. PY23-24 Performance Reports (Att. 9, p. 33-39)

COMMITTEE DEBRIEF:

10. Youth Committee Report (Att. 10, p. 40-43)
11. SWD Coalition Report (Att. 11, p. 44-50)
12. [Public Comment](#)
13. Good of the Order
14. 2024 Calendar (Att. 14, p. 51)
15. Adjourn – Tour Field Hall

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL
MEETING MINUTES
September 12, 2024**

ACTION ITEMS:

OWDC quorum for today's meeting was affirmed and recorded at 10:06 a.m.

1. **CALL TO ORDER** The Olympic Workforce Development Council (OWDC) meeting was held virtually via Zoom and in-person at Jefferson County Library September 12, 2024. Marilyn Hoppen, Chair, called the meeting to order at 10:06 a.m.

2. **APPROVAL of September 12 Agenda**

Motion: Jeff Allen moved to approve the agenda as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

3. **APPROVAL OF MINUTES July 11 Meeting (Att.)**

Motion: Gina Lindal moved to approve the minutes as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

4. **APPROVAL OF 2025 Olympic Consortium Budget**

Motion: Jeff Allen moved to approve the 2025 Consortium Budget as presented. Monica Blackwood seconded the motion. **Motion carried unanimously.**

5. **APPROVAL OF EcSA Program Eligibility and Guidance Policy (Att.)**

Motion: Alex Lewis moved to approve the EcSA Program Eligibility and Guidance policy as presented. Jim Fetzer seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

6. **Evergreen Bright Start Supportive Housing Project - Jill Stanton (Att.)**

Jill shared an overview of the Evergreen Bright Start project, 30-unit apartment complex in Bremerton, housing young adults aged 18 – 24, providing support for housing and other barriers. 24-units will be for residents, 6 will house the onsite support services. Other partners will provide onsite services including, mental healthcare, life skills training, and more providing a holistic approach in stabilizing housing. Jill discussed 4 focused areas for all initiatives and this project grew from a lack of housing and working with partners in meeting the needs of young adults, as well as the guiding principles for all initiatives. Bremerton Housing Authority recognized that housing authorities need to be involved in all continuums of housing for successful outcomes. There has been a positive response from the community. Additional support services will be offered:

- Case management, moving assistance, working with different partners to support various aspects of services.

BHA is working to get all permit requirements completed.

- Able to leverage funding, building purchase was fully funded

- Final stages of making upgrades required when transitioning residential properties to commercial properties.

7. Community Reinvestment Funds (CRF) Small Business Grant

Luci discussed the commerce reinvestment funds (CRF) that allows a portion to be used for business services. OWD staff created an application for BIPOC small business grants for the Clallam, Jefferson, and Kitsap Counties for assistance with skills development, equipment. Completed the internal review and currently under external review, 25 applications being reviewed. 5 small businesses will be awarded up to \$50,000 starting in October.

8. Business Workshop Ideation

Luci discussed during the SWD coalition meeting and discussion on creating workshops to work with businesses to enhance skills and support different operational needs. Discussed with the members about being involved in the process and establishing partnerships to offer workshops and resources.

- Ideas offered on remote working conditions, hiring differently abled persons, and changes in educational pathways, i.e. certifications over degrees.

9. OWDC Director Report Out – Bill Dowling

Bill shared, updates on performance numbers. WWA working with the state \$12million ask. WWA conference taking place in Tacoma in November, will be focused on workforce populations. WIOA reauthorization has not happened and a restrictive bill passed but it does not appear to be moving forward successfully. Currently, working on budget and looking to bring on additional staffing in the local area and managing \$6 million and need to bring on additional staff support. OWDC and ESD discussed during the commerce meeting on how CRF has been used, co-enrollments, and discussed the Wooden Boat School program participants and will be graduating Friday, September 13.

10. One-Stop Operator Report Out – Ed Looby

Ed shared the attached report out.

COMMITTEE DEBRIEF

11. Youth Committee Report (Att.)

Jeff Allen shared that the committee shared their collective excitement for the Evergreen Bright Start Supportive Housing Project. Pathways update – Increase in young adults in need. Kitsap County since June has seen a dozen enrollments and seeing non-eligible for WIOA services coming in for assistance. Labor markets getting tighter and young adults are struggling in finding employment. EcSA and DVR co-enrollments are increasing as well and shared a WIOA success story.

Jeff also shared that some EcSA participants that have lost state aid and have been able to leverage funding to support those individuals in the WIOA program.

The Evergreen Right Start project is a collaboration between, Bremerton Housing Authority, Kitsap Community Resources, and Kitsap Mental Health has initiated the purchase of new 30-unit complex that will provide permanent supportive housing for youth. Jeff is hoping it will be ready by June 2024. On-site partners will be available to provide support. Late April ribbon cutting and being recognized as a model throughout the state. Currently, working on policy and enrollment policies. Will provide more updates in the next meeting.

West Sound Stem supportive worksite tours visited St. Michaels to help youth recognize the different opportunities available and see firsthand. Stem-Like Me project, starting in middle school given students experience different career pathways. Expanding starting age and pathways. Career Connect builder grants, different organizations to collaborate together to create career launch programs and career exploration pathways. Career connect website, applications due October 13th.

12. SWD Coalition Report

Molly Propst – Brasfield shared takeaways from the meeting. Revisited previous conversations and highlighted the resource tool kit and could be shared with employers and Chambers of Commerce. Discussed pushing out surveys or using existing surveys and the results, discussed streamlining survey results and turning them into actionable steps, in addition to focusing on inclusivity. Discussed leveraging advisory groups and the information provided through those groups, and reeducation of businesses, candidate needs, and college programs.

- Discussed the first women’s employment workshop event and the upcoming workshop is taking place in October due to the first events success. The upcoming Women’s workshop will be held at The Hub in Port Angeles, 10:30 – 1p.m and will include a leading change panel discussion.

13. 2024 Calendar (Att.)

14. Public Comment: None

NEXT MEETING: The next joint OWDC & OCB meeting is November 15, 2024, TBD

ADJOURNMENT: There being no further business to come before the Council, the meeting was adjourned at 11: 36 a.m.

3100POL Allowable Costs, Classification of Costs and Prior Approval Policy

Effective Date: July 2015

Last Modified [September 27, 2024](#)~~November 2017~~

Policy~~Allowable Costs~~

The policy of the Olympic Consortium is to follow the allowable cost requirements stated in the 2 CFR 200; the Workforce Innovation and Opportunity Act and its regulations, and state policies.

Some equipment and capital expenditures are allowable only if approval is granted prior to the purchase. In accordance with 2 CFR 200, Employment Security requires that all entities receiving WIOA funds request and obtain prior approval for all single item equipment and capital improvement purchases that cost \$~~105~~,000 or more.

§ 200.403 Factors affecting allowability of costs.

Except where otherwise authorized by statute, costs must meet the following general criteria ~~in order to~~to be allowable under Federal awards (Costs must additionally meet criteria for being reasonable (2 CFR 200.404) and allocable (2 CFR 200.405) (For specific allowable costs, see 2 CFR 200.400):

- a. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- b. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- c. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-Federal entity.
- d. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- e. Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this Part.
- f. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period. ~~See also § 200.306 Cost sharing or matching paragraph (b).~~
- g. Be adequately documented. ~~See also §§ 200.300 Statutory and national policy requirements through 200.309 Period of performance of this Part.~~
- h. Be incurred during the approved budget period; Federal awarding agencies are authorized, at their discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget period.

Allowable Costs

- a. Expenditures of WIOA funds are allowable only for activities permitted by the WIOA Title I and related regulations. Allowable activities include basic, individualized and follow-up career services, training services, and supportive services.
- b. Allowable basic, individualized, follow-up and training services are described in WIOA Law Section 134(c) (2) and (3).
- c. Allowable supportive services and needs-related payments funds use are described in Section 134(d) (2) and (3) and in WIOA Title I Policy 5602, Revision 5 – Supportive Services and Needs-Related Payments.

- d. [Allowable activities for the youth program are detailed in WIOA Law Section 129.](#)
- e. [Allowable incentive payments to Title I participants are described in WIOA Title I Policy 5621 Revision 5 – Incentive Payments to WIOA Title I Participants.](#)
- f. [Allowable stipend payments to Title I youth participants are described in WIOA Title I Policy 5622 – WIOA Title I-B Youth Stipends. General principles and guidance on selected items and on allowable and unallowable costs are provided in 2 CFR Part 200; prohibited activities are specified in Sections 683.235 through 683.270 and Section 679.410 of the Rules.](#)

Classification of Costs

Costs are classified as direct or indirect costs according to 2 CFR 200.400. All costs will be consistently classified ~~in order to~~ avoid any duplicates within the system. All direct costs will be identified with the principles of the Direct Costs, 2 CFR 200.413. All indirect costs will follow the Indirect Costs, 2 CFR 200.414 principles.

Prior Approval

Some equipment and capital expenditures are allowable only if approval is granted prior to the purchase. The Olympic Consortium requires all entities that receive Consortium funds request and obtain prior approval for all single item equipment and capital improvement purchases that cost \$~~10,5~~0,000 or more. This request must be in writing and detail not only the item(s) description and cost but the reason for the proposed purchase. The request will be forwarded to the grantor agency, Washington State Employment Security Department, [using the Request for Approval Form](#) for acceptance or rejection, [to esdgpworkforceinitiatives@esd.wa.gov](mailto:esdgpworkforceinitiatives@esd.wa.gov).

REFERENCES

[Cost Principles, General Provisions, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, ~~2 CFR §200.400~~ Direct and Indirect \(F&A\) Costs, Direct Costs, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, ~~2 CFR §200.413~~](#)

[Direct and Indirect \(F&A\) Costs, Indirect \(F&A\) Costs, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, ~~2 CFR §200.414~~](#)

[Factors affecting allowability of costs, Basic Considerations, Code of Federal Regulations Title 2, Subtitle A, Chapter II Part 200, ~~2 CFR §200.403~~ WIN 5260, Revision 5](#)

[Public Law 113-128](#)

[20 CFR Part 683.200](#)

[2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as amended on April 4, 2024](#)

[2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations \(OMB Circular 110\)](#)

[2 CFR Part 220 - Cost Principles for Educational Institutions \(A-21\)](#)

[2 CFR Part 225 - Cost Principles for State, Local, and Indian tribal Governments \(A-87\)](#)

[2 CFR Part 230 - Cost principles for non-profit organizations \(A-122\)](#)

[Federal Register Vol. 65, No.124, Resources Sharing for Workforce Investment Act One-Stop Centers](#)

[Generally Accepted Accounting Principles \(GAAP\)](#)

[WIOA Title I Policy 5602, Rev. 5 – Supportive Services and Needs-Related Payments](#)

[WIOA Title I Policy 5621, Rev. 5 – Incentive Payments to WIOA Title I Participants](#)

[WIOA Title I Policy 5622 – WIOA Title I-B Youth Stipends](#)

1500POL Fraud

Effective Date: March 2016

Last Modified: [September 27, 2024](#)~~May 2017~~

Purpose:

This policy applies to all Workforce Innovation and Opportunity Act programs. It describes the fraud policy and procedures that the Olympic Consortium and its service providers will follow.

Background:

Department of Labor 20 CFR Section 683.620 and TEGL ~~15-232-12~~ provide expectations and requirements for reporting information and complaints involving criminal fraud, waste, abuse or other criminal activity that must be reported immediately through DOL's Incident Reporting System to the OIG.

The [Incident Report \(IR\) form, Office of Inspector General \(OIG\) 1-156](#), is the official form to be used for reporting allegations of criminal and other illegal or improper activities in WIOA funded programs. When the OIG receives an IR, they determine whether the allegations have merit and, when appropriate, conduct or arrange for an investigation and/or audit. If the OIG determines that the case does not have investigative or audit merit, the case is ~~referred back~~[referred](#) to DOL for resolution.

No action will be taken against any individual who discloses information concerning criminal or improper activities or makes a valid complaint to proper authorities. These individuals may remain anonymous. If an individual believes that his/her position will be compromised by reporting information through the IR system, he/she may send the report directly to the OIG or the DOL Office of Financial and Administrative Management (OFAM).

Policy:

It is the policy of the Olympic Consortium and its subrecipients to immediately report information or complaints regarding fraud, waste, abuse, or mismanagement of funds.

1. Internal controls must be in place to prevent the possibility of fraudulent activity within the organizations of the Consortium and its subrecipients. However, if the known or suspected activity of fraud is related to the organization, this information should be immediately reported to the Consortium Director or management unrelated to the activity.
2. Appropriate actions will be taken immediately to stop the fraudulent activities, safeguard remaining assets and records and prevent future instances from recurring, including personnel action if necessary.
3. Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity must be reported to the Employment Security Department (ESD) when the incident report is submitted.
4. All incident reports, emergency or other, must be sent to ESD and the OIG using the contact information provided below. The Consortium and our subrecipients will use the IR (OIG 1- 156)

form as provided by the Department of Labor to immediately document and report suspicions, allegations or complaints involving:

- a. WIOA-related fraud;
- b. Misfeasance, nonfeasance or malfeasance;
- c. Misapplication of funds;
- d. Gross mismanagement;
- e. Employee/participant misconduct; or
- f. Other potential or suspected criminal action.

*See link to the Hotline Online Complaint Form in the contact info provided under item 7 below.

5. Situations involving imminent health or safety concerns or the imminent loss of funds exceeding \$50,000 are considered emergencies and must be immediately reported to ESD and the OIG using the most expedient venue listed below.
6. All subrecipients of the Consortium shall also adhere to the state and federal reporting requirements noted above for all incidents of fraud as detailed in this policy, as well as notifying the Olympic Consortium immediately of any suspected fraud.
7. Report Submission. All incidents must be reported to each of the following entities either by phone, mail or email:

Olympic Consortium

Olympic Consortium
614 Division Street MS-23
Port Orchard, WA 98366
360-337-5777
adurkin@kitsap.gov

Attn: Hotline
Office of Inspector General
U.S. Department of Labor
~~200 Constitution Avenue, N.W., Room S-5514~~
~~Washington, D.C. 20210~~
~~FAX: 202-693-7020~~
~~1-800-347-3756 or 202-693-6999~~

Employment & Training Administration

Send screen shots or photos taken of each of the three OIG Hotline Portal Screens to ETA via email:

ETAINcidentReporting@dol.gov

Subject line-ETA Incident Report- Washington State Employment-Security Department Attn: Incident-Reporting Internal Audit
P.O. Box 9046
Olympia, WA 98507-9046
360-902-9206
ESDGPInternalAudit@esd.wa.gov

Office of Inspector General Hotline Online Complaint Form: <https://www.oig.dol.gov/hotline.htm>

[Hotline Complaint Form](#)

Hotline for emergency situations:
[1-800-347-3756](tel:1-800-347-3756) or [202-693-6999](tel:202-693-6999)

Reference

- [Public Law 113-128, Workforce Innovation and Opportunity Act \(WIOA\) of 2014, Section 185\(b\)](#)

- [20 CFR 683.430 and 683.620](#)
- [Training and Employment Guidance Letter \(TEGL\) 15-23](#)
- [WIN 1034](#)
- [Incident Report \(IR\) form, Office of Inspector General \(OIG\) 1-156](#)

~~Department of Labor Employment and Training Administration (DOL ETA) 20 CFR Parts 603, 651, 652, 653, 654, 658, 675, 679, 680, 681, 682, 683, 684, 685, 686, 687, and 688 Workforce Innovation and Opportunity Act; Final Rule- Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct, Training and Employment Guidance Letter, [TEGL 02-12](#) Grievance Procedures, Complaints and State Appeals Processes, Code of Federal Regulations Title 20, Chapter V, Subpart 683, Subpart F, [20 CFR §683.620](#) [1-156](#) Prevention of Fraud and Program Abuse— Nepotism, Code of Federal Regulations Title 20, Chapter V, Part 682, Subpart F, [20 CFR §682.118](#)~~

2025

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	Olympic Consortium Board Meetings	3rd Friday Bi-Monthly	10am-12pm
	Olympic Workforce Development Council	2nd Thursday Bi-Monthly	10am-12pm
	OCB - OWDC Joint Meetings	Spring & Fall	9am-12pm

	Executive Meeting	Last Tuesday Bi-Monthly	10am-12pm
	Youth Committee	Follows OWDC Meetings	9am-10am
	SWD Coalition Meetings	3rd Friday Bi-Monthly	9-10:30am

Olympic Consortium Board Meetings	
3rd Friday Bi-Monthly	10am-12pm

January 17, 2025
 May 16, 2025
 July 18, 2025
 November 21, 2025

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3rd Friday Bi-Monthly	9-10:30am

February 21, 2025
 April 18, 2025
 June 20, 2025
 August 15, 2025
 October 17, 2025

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via Zoom
Friday September 20, 2024

ATTENDEES – Commissioner Randy Johnson, Commissioner Greg Brotherton and Commissioner Charlotte Garrido
Staff: Bill Dowling, Alissa Durkin, and Doug Washburn

1. Call to Order: Commissioner Johnson called to order at 10:03AM

2. Action Items:

a. Approval of September 20th agenda

MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.

b. Approval of July 19th meeting minutes

MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.

c. Approval of 2025 Olympic Consortium Budget

MOTION: Commissioner Brotherton moved to approve. Commissioner Garrido seconded. Motion carried.

DISCUSSION: A request was made for additional information, specifically:

- A summary of what makes up the budgeted amounts for certain accounting titles within the budget.
- A comparison of actual budget costs from the previous year to the 2025 estimated budget, including a narrative to explain the differences and trends.

3. DISCUSSION ITEMS

a. CRF Small Business Grant

- OWDC staff and subgrantee ESD successfully implemented and facilitated a Commerce Reinvestment Fund Small Business Grant awarded to five Black, tribal, and Latine business owners in our region. OWDC received over 30 applications, which were evaluated by council and community members to select the top 5. Each awardee will receive up to \$10,000 in funding for employee development or asset purchases for their business.

b. SWD Coalition Women Focused Event

- The next Women's Empowerment Workshop, focused on women looking to enter or re-enter the workforce will be on Friday, October 11th at The Hub in Port Angeles. Free Child Care.

c. OWDC Director Report Out

- Bill shared WWAs decision package for the 2025-2025 biennium.
 - ESD and Commerce requested a combined \$74 million in poverty reduction resources for the EcSA grant.
 - ESD requested \$24.4 million per biennium through Below 200% FPL, Over 200% FPL, Business Navigators, and ESD Admin costs line-items.
 - Commerce requested \$50 million per biennium to continue Community Reinvestment Fund grant with Matched Savings Accounts, Incentives, and Business Services line-items.
- OWDC staff executed a Rapid Response event aimed at supporting the 419 impacted workers of the McKinley Paper Company closure. The event featured a range of services, including details about unemployment insurance, health benefits, job search assistance, workforce development services, training and education, and other support services. OWDC staff remain committed to ensuring that all affected individuals receive the necessary assistance to secure sustainable employment.
- WWA Conference will be held November 12-14th at the Marriott in Tacoma.
 - Please let Bill know if you or someone is interested in attending.
- d. Public Comment
 - None
- e. 2024 Calendar
 - Provided, no comments.

4. GOOD OF THE ORDER

- a. None

ADJOURN: Commissioner Johnson adjourned the meeting at 10:40 AM.

NEXT MEETING: Friday, November 15th Joint OWDC/OCB In-person. Location TBD



Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Allison Plute
Human Resource Director
Jamestown S'Klallam Tribe
1033 Old Blyn Hwy,
Sequim, WA 98382

Dear Ms. Plute,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Randy Johnson, Chair
Olympic Consortium Board

Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

Jefferson County Commissioners

Greg Brotherton – *Second Vice Chair*

Kate Dean

Heidi Eisenhour

Kitsap County Commissioners

Charlotte Garrido – *Vice Chair*

Katie Walters

Christine Rolfes

OWDC Director

William Dowling
wdowling@kitsap.gov
360-689-8525

Program Analyst

Luci Bench
lbench@kitsap.gov
360-689-4124



Olympic Consortium Board
614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Mr. Chuck Moe
Assistant Business Manager/President
Laborers' Local 252
4803 South M Street, Tacoma WA 9840

Dear Mr. Moe,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

I look forward to working with you and all workforce development council members as we continue to assist job seekers overcome barriers and assist employers meet their business needs.

Sincerely,

Randy Johnson, Chair
Olympic Consortium Board

Clallam County Commissioners

Randy Johnson - *Chair*

Mark Ozias

Mike French

Jefferson County Commissioners

Greg Brotherton – *Second Vice Chair*

Kate Dean

Heidi Eisenhour

Kitsap County Commissioners

Charlotte Garrido – *Vice Chair*

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Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Ms. Cindy Brooks

Assistant Business Manager/President

385 Benedict Street, Second Floor • Port Townsend, WA

Dear Ms. Brooks,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

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Olympic Consortium

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November 15, 2024

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360-689-8525

Program Analyst

Luci Bench
lbench@kitsap.gov
360-689-4124

Ms. Lucinda Heidel, M.Ed., BCBA, LBA
Vocational Rehabilitation Supervisor
Washington State Department of Social and Health Services
Division of Vocational Rehabilitation

Dear Ms. Heidel,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

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Sincerely,

Randy Johnson, Chair
Olympic Consortium Board



Olympic Consortium Board

614 Division St. MS-23, Port Orchard, WA 98366

November 15, 2024

Dr. Marty Cavalluzzi, President,
Olympic College
1600 Chester Ave.
Bremerton, WA 98337-1699

Dear Dr. Cavalluzzi,

I am pleased to announce your re-appointment to the Olympic workforce development council. Your re-appointment was confirmed for a new term beginning November 15, 2024, continuing through November 15, 2027.

The Olympic workforce development council is dedicated to the development of an innovative workforce system supporting a strong economy and community within Clallam, Jefferson, and Kitsap counties. In conjunction with local businesses, training and education providers, and industry leaders, we strive to support an inclusive and diverse workforce. The challenges and responsibilities of individuals serving on the workforce development council are genuine, and it is with appreciation that we acknowledge your commitment.

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OWDC Director

William Dowling
wdowling@kitsap.gov
360-689-8525

Program Analyst

Luci Bench
lbench@kitsap.gov
360-689-4124



2024 In Review

NOVEMBER 15, 2024



New to the Scene

- Strategic Workforce Development Planning
 - Economic Landscape | Sector Strategies | Service Delivery
 - Completion and Approval by the Washington Training Board
- Creation of Strategic Workforce Development Coalition
- Introduction of Commerce Reinvestment Fund Incentive
- WIOA Adult, DW, and Youth Request for Proposal
- Internal Referral Tool
- All Partners/Staff Focus on Trauma Informed Care
- Onboarding BC Design Haus Marketing Agency
- Chmura – JobsEQ labor market data insights platform
- National H.G. Weisman Awardee – Bill Dowling



4-Year Plan

Olympic Workforce Development Goals and Objectives

1. Support active collaboration with education and training systems within each county to enable flexibility and agility to meet the talent needs of businesses and industries. Through this collaboration we will develop and implement a local workforce agenda that reflects these needs.
2. Support the creation of relevant and adaptable support systems for students and job seekers to ensure participation in the workforce. These include wrap-around services and resources to assist and refer students and job seekers to engage in their success.
3. To promote the council's ability to make data-driven decisions, we will utilize local macro- and micro-economic data to track progress and outcomes.
4. Foster demand-driven skill attainment with the current and future demands of the industries.
5. Implementation and continuous improvement of local policies and practices, especially those that promote quality jobs, environmental sustainability, and social inclusion.
6. In concert with the three-county Economic Development Alliances, we ensure the advancement of local community initiatives and industry needs.

Goals & Objectives Met in 2024

- Creation of Referral Tool
 - ESD Labor Exchange Team, WIOA Adult, DW & Youth, DSHS, DVR, LNI, Olympic College, KCR, and Veteran services.
- Chmura – Jobs EQ Labor Market Data
 - Provided a yearly subscription to each of our three county EDC's.
- WorkSource Kitsap & Clallam Events (Hosted &/or Endorsed)
 - 22 Hiring Events
 - 34 Job Fairs
 - Engaged w/211 Employers & 1,000+ job seekers
- Occupations In-Demand
 - Implemented workgroup: OC, Peninsula, WorkSource, and EDC's to address occupations in-demand in the region. Bi-annual cadence.
- Training & Education
 - 280 Job Seekers into Training and Education
 - On-the-Job Trainings 10+
 - Work-Experiences 82 Youth & 7 Adult/DW









“Join us in empowering women to reignite their professional journey! This event is dedicated to providing support, resources, and opportunities for women looking to re-enter the workforce. Whether you’re returning after a career break, seeking new skills, or simply eager to excel, we’re here to help you thrive.

Together, let’s break down barriers, unleash potential, and build a future where every woman can achieve her professional Dreams.”

Employment Workshop **Friday, June 7, 2024 11am—1pm**

Haselwood YMCA 3909 NW Randall Way, Silverdale

October 11, 2024 | 10:30 am -1:00 pm
The Hub | 117 N Lincoln St, Port Angeles

-  **Business Personal Appearance**
-  **Free Clothing Closet**
-  **Educational Assistance & Financial Aid**
-  **Mock Interviews**
-  **Resume Assistance & Job Coaching**
-  **Entrepreneurship & Brand Coaching**

Event Speakers

Panel Discussions

25+ Community Based
Organizations and
Businesses



Frank Portello, Alissa Durkin, Monica Blackwood, Molly Propst, Nicole Brickman, and Luci Bench.



Roxanne Greeson, Una Wirkebau, and Luci Bench.

Sierra A. "Thank everyone for putting the women's workshop on. I've met many wonderful people who have been willing to share knowledge, personal experience, advise, and even pep talks. I've appreciated so many resources in one place. I am reminded of the old saying "It takes a village" and that's what I feel I've received here. So many kind and smiling faces. Thank you!"

Brittany B. "Everyone here today was so friendly, attentive, and helpful! I am so grateful to those that put this together! Thank you!"

Commerce Reinvestment Small Business Grant

Attachment 6

- 50 applications from Kitsap, Clallam, and Jefferson County
 - Internal Review
 - External Review, 6 evaluators

October 1st Awarded \$10,000 to 5 Small Businesses



"We are incredibly grateful to have received the asset grant from WORKSOURCE. This support has been a game-changer for our small landscaping company, Liggins Landscaping & Maintenance.

The grant has enabled us to purchase essential equipment and materials that will enhance our operations and improve service. With this funding, we are now better equipped to take on larger projects, expand our client base, and increase our overall efficiency.

Thank you for believing in our vision and supporting small businesses like ours. We are excited about the future and look forward to making a positive impact in our community through our landscaping services."



Making a Difference



Jhon A. - After the Covid-19 pandemic; I left retail in search of new opportunities. I took a job, an entry level position, at a clinic, with the dream to start a new career in the medical field. After a year at a clinic, I realized that in order to advance in this field, I needed training and certifications. The options were to go back to school full time or look for other opportunities and start again. Both options were going to have a impact on my current economical situation. I saw the new WorkSource office, recently built in Sequim and ask for help pursuing new job opportunities. At the same time, I sign up for school and got in touch with the WorkSource team at Peninsula College. WorkSource Peninsula College and the Sequim, office teamed up and I was signed What a blessing that was. The Sequim team found support opportunities and for 10 months of my studies I was able to cover books, classes, and expenses that otherwise would have impacted financially in a very negative way. Today, I am a proud, nationally certified Phlebotomist and a WA State Certified Medical Assistant. I could have not done this successfully without WIOA, the Sequim Office Team and the Peninsula Worksource Team. I am forever grateful. Thank you for changing my life and providing for a brighter future for me and my family.



Frances B. -I genuinely value and am extremely grateful for the WorkSource program. I am even more thankful for Matt Hogg's assistance in helping me obtain my CDL, without which I wouldn't have been able to do this and pay for the program itself. It has truly guided me towards creating a great future for myself and my children and has also assisted me in purchasing a home. I made an offer two weeks ago and it was accepted, and I will receive the keys on August 16th. Without the program and being able to secure a well-paying job at CHS Northwest Propane delivery, I wouldn't have been blessed with what I have today, so I truly appreciate everyone at WorkSource and the resources they provide to the community.

Attachment 6



Clare W. - Moving to a new state to attend a trade school had a significant impact on my time and resources. And while I considered it a worthy investment, I was also feeling the stress of attending school full time without outside income. The financial support and other resources WIOA provided to me were incredibly timely and helpful.

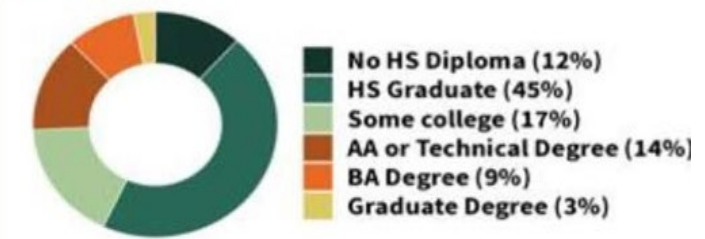
The final semester of my program entailed completing capstone projects, taking important credentialing exams, and applying for jobs. During this time, WIOA provided me with tuition assistance, tools, and work clothing, which took a huge amount of stress off of me so I could focus on a strong finish for my program. After graduation, I was granted a paid internship to continue my training, and this was made possible entirely by WIOA. I recently had a successful interview for a job in my field at an exciting company. I am so grateful to these programs who have helped me embark on a career change. I can't say enough about the generosity and kindness of everyone I've worked with at WIOA, and how important this assistance has been to me and many of my peers in the program.

ECONOMIC SECURITY FOR ALL: EcSA AT A GLANCE

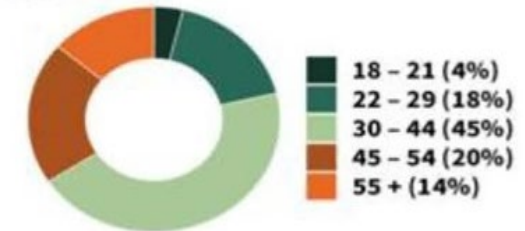


SOCIODEMOGRAPHIC CHARACTERISTICS

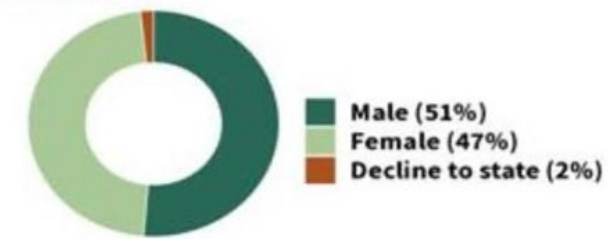
EDUCATION



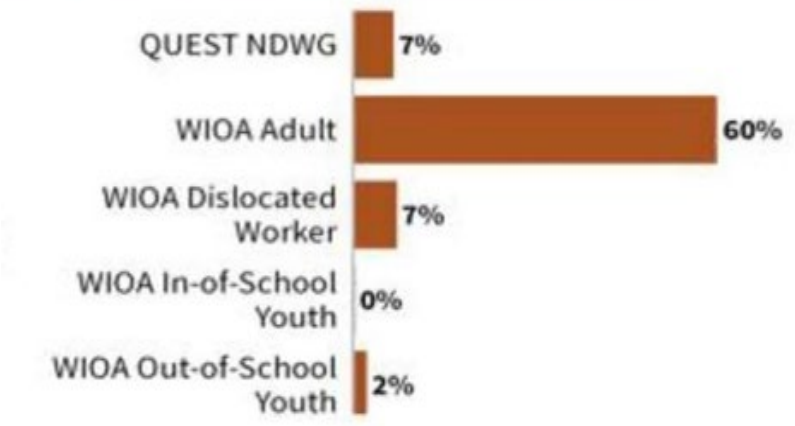
AGE



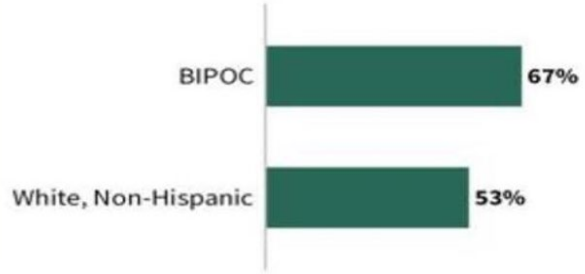
GENDER



CO-ENROLLMENT PARTICIPATION



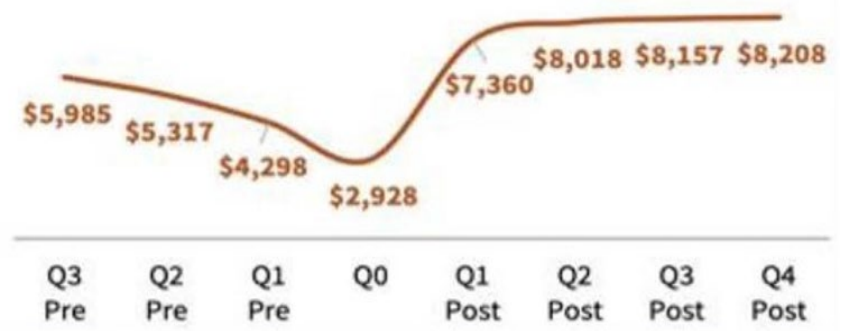
RACE & ETHNICITY



SERVICES



MEDIAN QUARTERLY EARNINGS





Next Stop 2025

AI – Impact on Workforce Development

Continuation of Building

- Strong Resilient Partnerships
- Education & Training Pathways

Commerce Reinvestment Fund Small
Business Grants

SWD Coalition

- Empowerment Events
 - Employers Focus
 - Return & Continue Women's Events
 - Youth Focus



Proud Partner



**Employment
Security
Department**
WASHINGTON STATE



**KITSAP COMMUNITY
RESOURCES**
Creating Hope | Restoring Lives



Washington State
DEPARTMENT OF SERVICES FOR THE BLIND



Washington State
Department of Social
& Health Services

Department of Vocational
Rehabilitation



West Sound **STEM Network**
Engage • Educate • Employ



**Olympic Educational Service
District 114**
Serving the Olympic & Kitsap
Peninsulas


OLYMPIC COLLEGE

 Washington State Department of
Labor & Industries

 **PENINSULA
COLLEGE**



Olympic Peninsula One Stop Operator Report November, 2024: Comprehensive Centers – Silverdale and Sequim WorkSource One Stop Operator Ed Looby: Career Path Services

Partner Agency Cooperation

The Department of Vocational Rehabilitation announced that it will start serving the Sequim office in person twice monthly, starting in January 2025. This follows a steady increase in the DVR footprint in the Sequim office, and their administrators continue to extoll the benefits of collocation.

ESD staff recently attended a resource fair serving several remote areas in Clallam County. On Thursday, staff attended the event in Joyce, on Friday they were in Neah Bay, and Saturday we had staff at the event in Forks.

The WorkSource Client Referral Form gained the attention of the Workforce Training and Education Board during a site visit to the Silverdale office. After the presentation, the form was demonstrated to the WTB representative more completely, and they decided to highlight it as one of two features in our region that should serve as Best Practices.

Employment Security Department Administrator Mike Robinson and One Stop Operator Ed Looby were also invited to present on the value of the developing partnership between Olympic College and the Kitsap WorkSource center. Cross referrals between those partners have increased since OC began sending staff to collocate in the Silverdale office on Wednesdays, particularly on days when the WIOA orientation courses are taking place.

According to information gathered from the WorkSource Client Referral Form, 145 referrals were made between partners at the two one-stop centers during September and the beginning of October. Of those, at least 58 have had their status updated to being completed.

All partners were invited, and 32 staff attended a staff retreat on October 14 at the Poulsbo campus Olympic College. Staff received in-depth instruction on Mental Health, as well as the opportunity to interact with and learn about each other. Partner administrators are discussing increasing the inter-departmental event to a semi-annual or quarterly function, and we're looking forward to a cross-departmental coordination.

Employment Services

The employment specialists have been busy providing hiring and interview opportunities for business and seekers, alike.

In September and October:

TOTAL HIRE EVENTS – 3 -- ATTENDANCE – 196

TOTAL INTERVIEW EVENTS – 7 - ATTENDANCE – 22

SEPTEMBER / OCTOBER EVENTS – 10 -- ATTENDANCE - 218

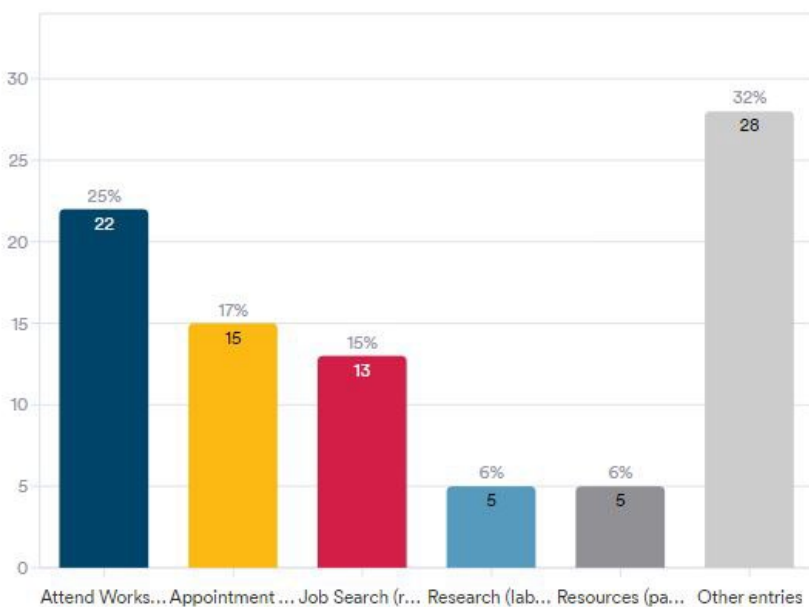
Additionally, Department of Vocational Services and Department of Services for the Blind spearheaded a disability job fair, with assistance from the other WorkSource partners. More than 20 businesses and 137 job seekers attended the event.

Customer Satisfaction

About 98% of the customer service responses for the Silverdale and Sequim offices indicated that they would recommend WorkSource to other people. The centers are still offering services both virtually and in person. Ratings for virtual services were 84% Very Satisfied or Satisfied for Accessibility, 97% Very Satisfied or Satisfied for Responsiveness and 95% Very Satisfied or Satisfied for Communication. For in-person services, all but 6 of the responses rated the facilities as Very Satisfied in the areas of Accessibility, Safety and Cleanliness. The remaining 6 defined them as Satisfied.

Please select the service(s) you came in for:

88 Responses- 4 Empty



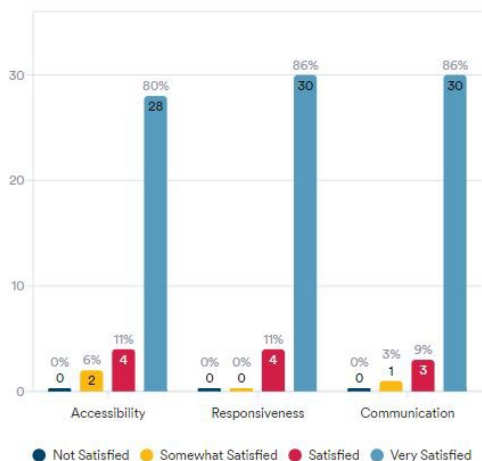
Please rate your overall experience at WorkSource:

60 Responses



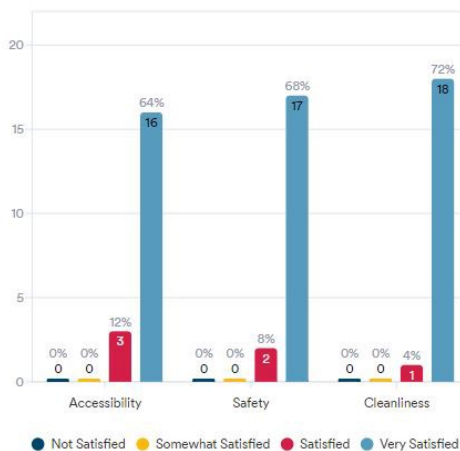
Please rate your virtual experience

35 Responses- 25 Empty



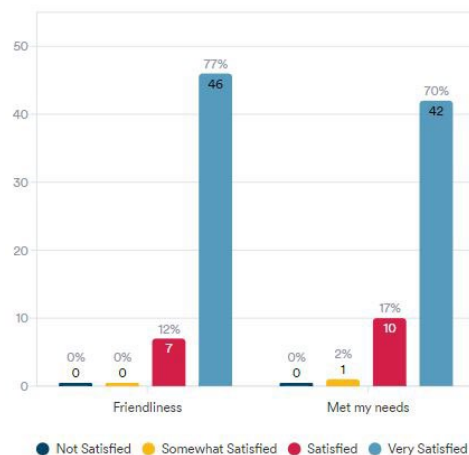
Please rate the facility:

25 Responses- 35 Empty



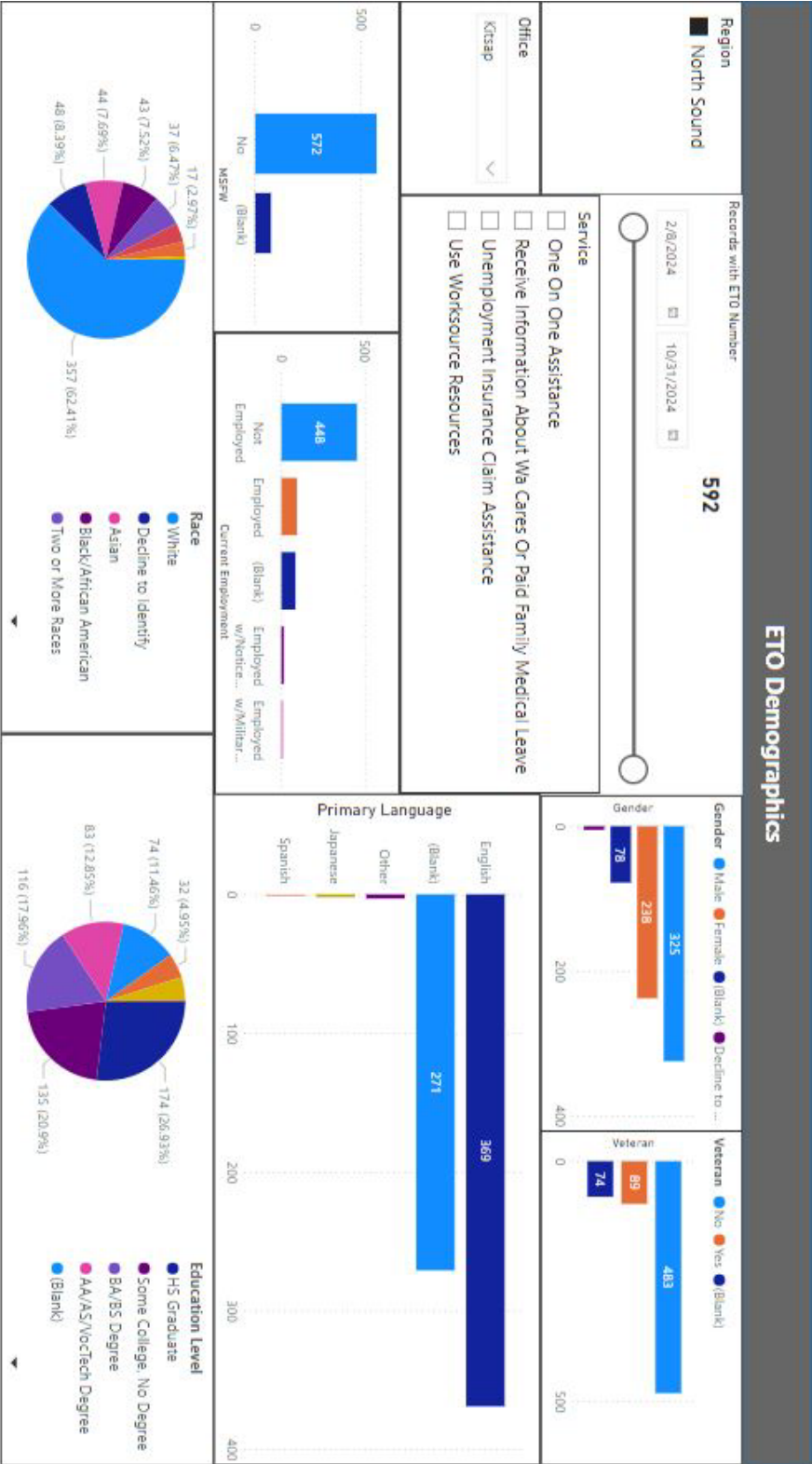
Please rate the staff you worked with today

60 Responses



Center Demographics (Silverdale)

The new ESD designed Customer Flow Tracker is beginning to bring in demographic data of those using the centers. As the partners acclimate to using this tool when checking in customers at the resource room desk, this information should get increasingly more robust. Data shown is year to date, although the tool wasn't put into practice until late into the year.



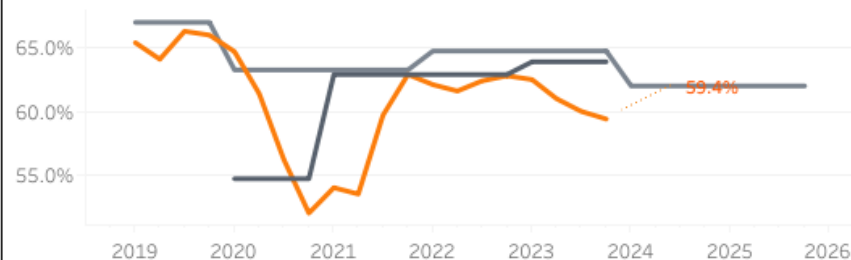
Center Demographics (Sequim)



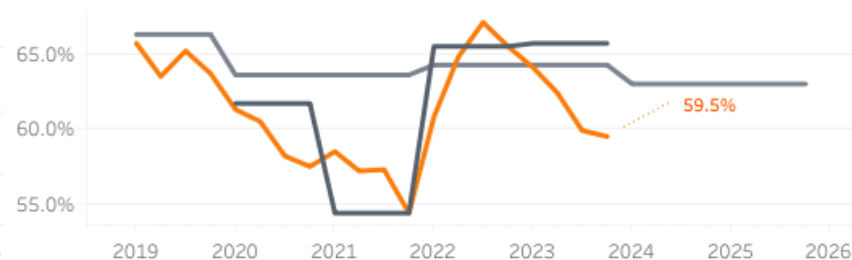
WIOA Performance Indicators

01-Olympic Consortium (53010) Adult

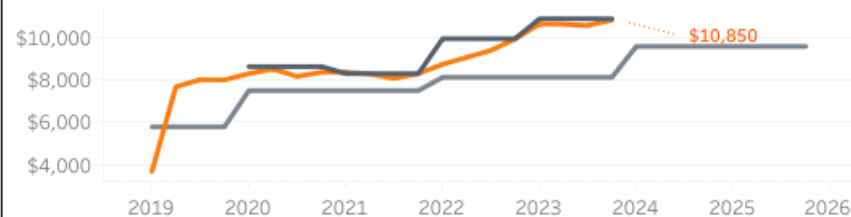
1. Employment Rate (Q2)



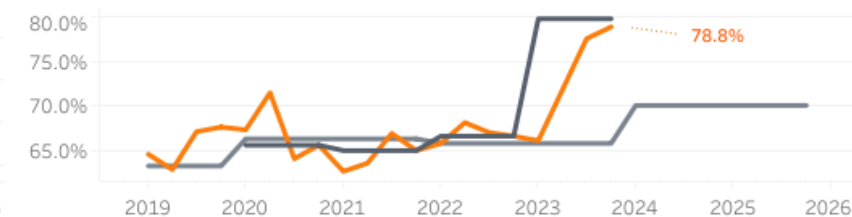
2. Employment Rate (Q4)



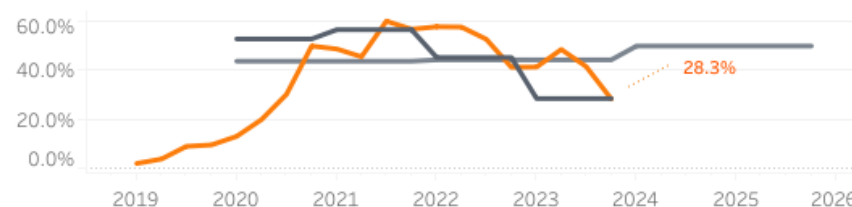
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



Initial Targets DOL's QPR DOL's AR

Series Multiple values

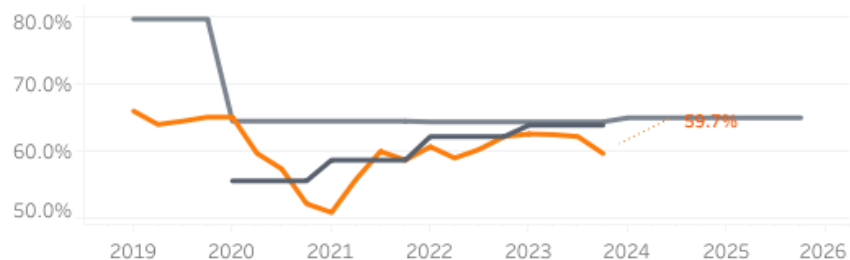
Area 01-Olympic Consortium (53010)

Program Adult

WIOA Performance Indicators

01-Olympic Consortium (53010) Dislocated Worker

1. Employment Rate (Q2)



2. Employment Rate (Q4)



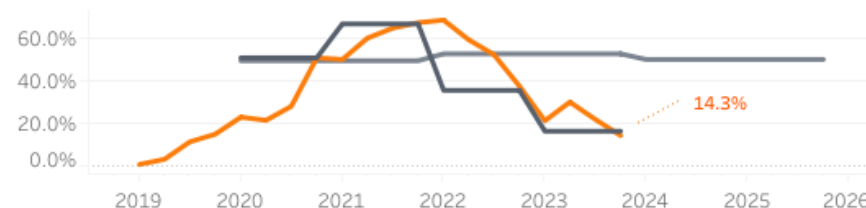
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



■ Initial Targets ■ DOL's QPR ■ DOL's AR

Series Multiple values

Area 01-Olympic Consortium (53010)

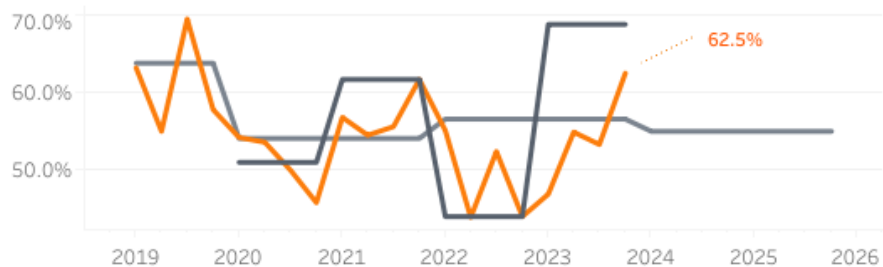
Program Dislocated Worker

WIOA Performance Indicators

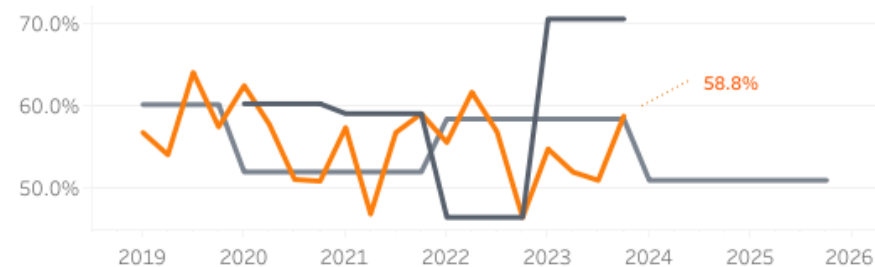
01-Olympic Consortium (53010)

Youth

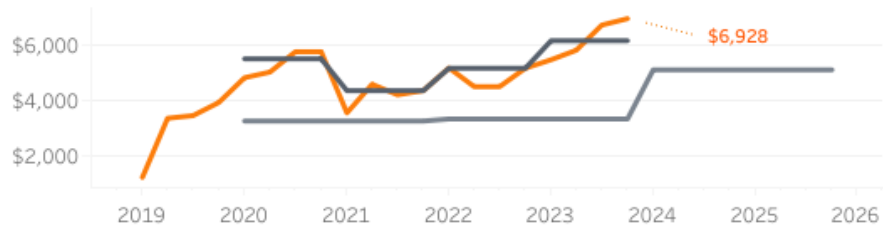
1. Employment Rate (Q2)



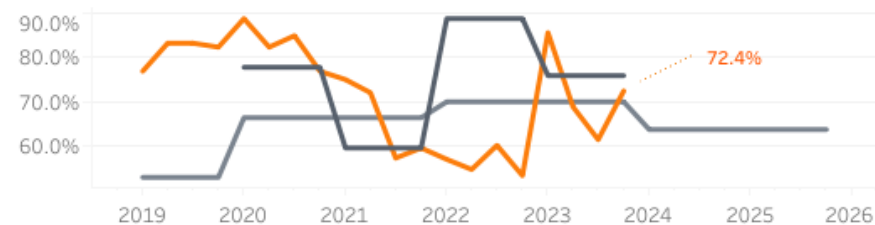
2. Employment Rate (Q4)



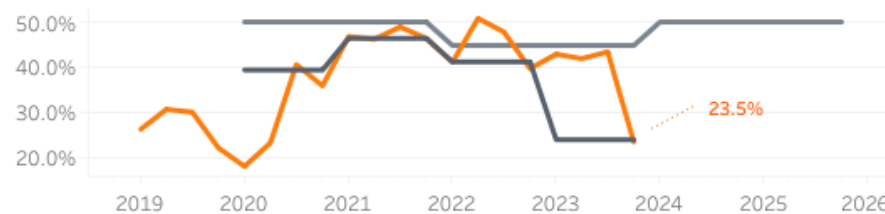
3. Median Earnings



4. Credential Rate



5. Measurable Skill Gains



Initial Targets DOL's QPR DOL's AR

Series Multiple values

Area 01-Olympic Consortium (53010)

Program Youth



Workforce Innovation and Opportunity Act (WIOA) Program Year 2024

10/28/2024

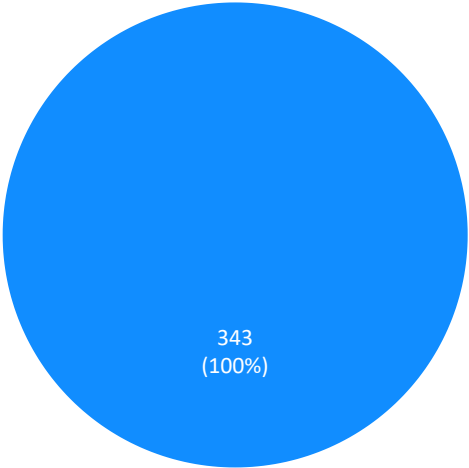
Last Updated

Program

- Adult
- DW
- Youth

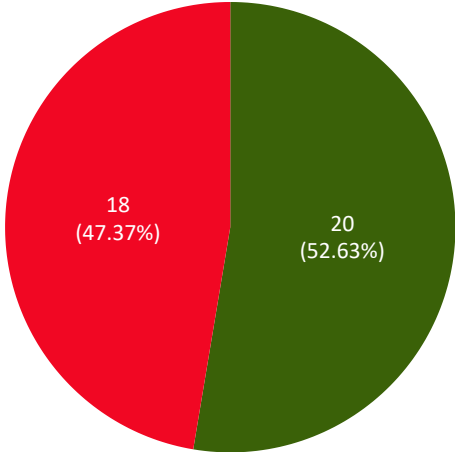
Program	Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
ADULT	194	70		6	15
YOUTH	99	17		76	8
DW	50	10			1
Total	343	97		82	24

Enrollments



Program	Enrollments	Target	Percent
Adult	194	163	119.02%
DW	50	55	90.91%
Youth	99	94	105.32%
Total	343	312	109.94%

Outcome Reason	ADULT	DW	YOUTH	Total
Entered a Post Secondary Education			1	1
Miscellaneous	1	1		2
Retirement	1			1
Self Employment	1			1
Unsubsidized Employment	12		7	19
Total	15	1	8	24



Program	Exit to Employment	Target	Percentage
Youth	7	4	175.00%
DW		12	
Adult	13	22	59.09%
Total	20	38	52.63%



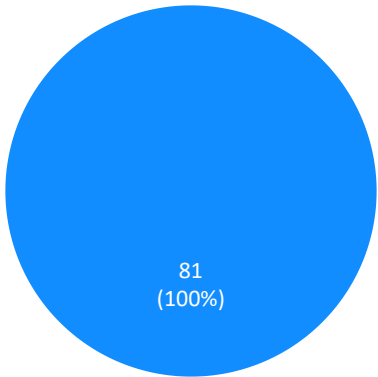
QUEST National Dislocated Worker Grant | Full Contract

Enrollments Outcomes

81 34

Outcome Reason	Number of Exits
Cannot Locate	3
Concluded	1
Family Care	1
Miscellaneous	1
Self Employment	4
Transfer to Another Area	1
Unsubsidized Employment	23
Total	34

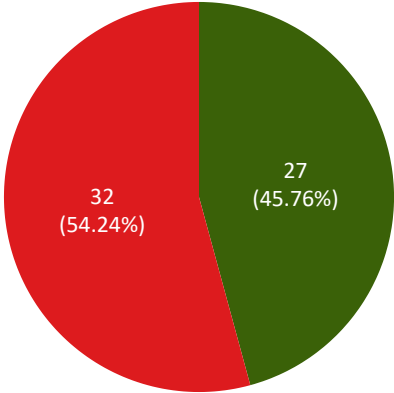
Enrollments



Enrollments Targets Percentage

81 78 103.85%

Exits



Exit to Employment Target Percentage

27 59 45.76%

Occupational Skills...

53

Target

25

Percentage

212.00%

On the Job Training (OJT)

--

Target

5

Percentage

--

Supportive Services

58

Target

41

Percentage

141.46%

Career Services

81

Target

78

Percentage

103.85%

Work/Internship...

4

Target

4

Percentage

100.00%

Apprenticeship Training

--

Target

1

Percentage

--



10/28/2024

Last Updated

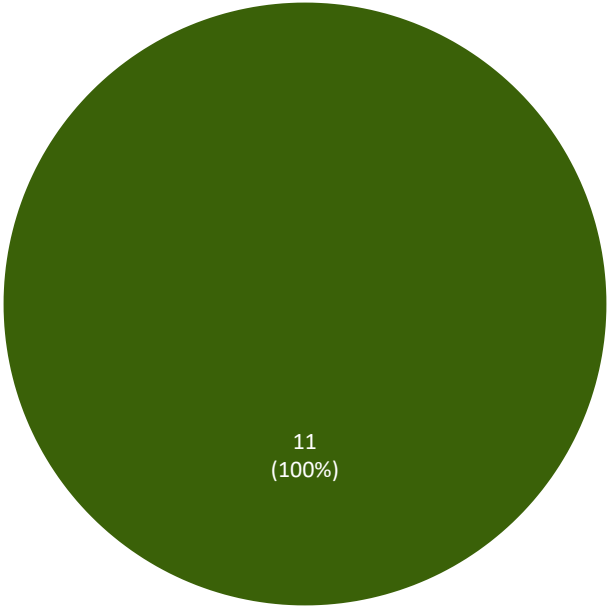
Federal Economic Security for All | April - September

Current Open Enrollments	Occupational Skills Training	Training Paid by Other	On-the-Job Training	Work Experience	Exited
--------------------------	------------------------------	------------------------	---------------------	-----------------	--------

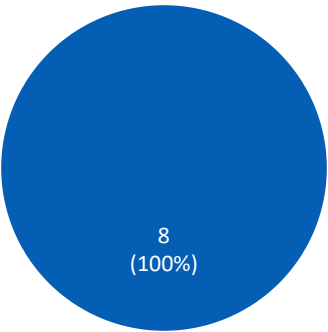
47	7	12			8
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Outcome Reason	Met Self-Sufficiency	SS Percentage	Met Income Adequacy	IA Percentage	Unique Self-Suff Met
Self Employment			1	100.00%	
Unsubsidized Employment	3	42.9%	7	100.00%	7
Total	3	37.5%	8	100.00%	7

New Qtrly Enrollments

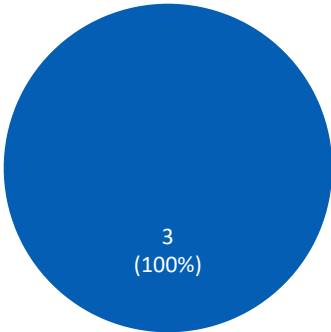


Exits



Exit to Employment	Target	Percentage
8	2	400.00%

Self Suffiency



Self-Sufficiency Met	Target	Percentage
3	2	150.00%

Enrollments	Target	Percentage
11	10	110.00%



State Economic Security for All | Program Year 2024

10/28/2024

Last Updated

Participants Experiencing Poverty (Below 200% FPL)

Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
134	29			10

Outcome Reason	Income Adequacy Met	Unique Self-Suff Met	Self Suff Met	Percentage
Unsubsidized Employment	7	7	7	100.0%
Self Employment	3	3	3	100.0%
Total	10	10	10	100.0%

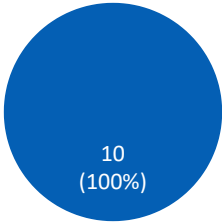
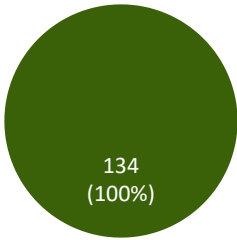
Participants Who Demonstrate Financial Need (Above 200% FPL)

Enrollments	Occupational Skills Training	On-the-Job Training	Work Experience	Outcomes
7	1			

Outcome Reason	Income Adequacy Met	Unique Self-Suff Met	Self Suff Met	Percentage
Total				

Enrollments

Exits



Enrollments	Target	Percentage
134	117	114.53%

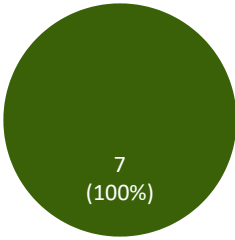
Exit to Employment	Target	Percentage
10	0	Infinity

Unique Self-Sufficiency

Met	Target	Percent
10	0	0.00%

Enrollments

Exits



Enrollments	Target	Percentage
7	4	175.00%

Exit to Employment	Target	Percentage

Unique Self-Sufficiency

Met	Target	Percent
0		NaN

**EXECUTIVE COMMITTEE**

Chair - Marilyn Hoppen, *SVP Human Resources Kitsap Bank*
 Vice Chair - Monica Blackwood, *CEO/President West Sound Workforce*
 Jessica Barr, *Regional Director Washington State Employment Security Dept.*
 Cordi Fitzpatrick, *Human Resources Director Security Services Northwest*
 Chuck Moe, *Field Rep Northwest Laborers-Employers Training*

COUNCIL MEMBERSBusiness Members

Nicholas Gianacacos, *Program Manager General Dynamics NASSCO*
 Daniel Stegier, *CEO/President Lumber Trades, Inc*
 Gillian Niuman, *Human Resources People Support Services*
 Nicole Brickman, *Human Resources Director YMCA Kitsap*
 Gregory Dronkert, *CEO/President Pacific Mobility Group, Inc.*
 Peter Johnson, *HR Manager McKinley Paper Company*
 Heidi Lamprecht, *Co-Founder Paella House Franchisees and Training*
 Matthew Murphy, *President/CEO South Kitsap Chamber of Commerce*
 Lisa Donlon, *General Manager Windermere Commercial*
 Megan Mason-Todd, *Workforce Development Director Snookum*
Economic Development Members
 Colleen McAleer, *Executive Director Clallam Economic Development Co.*
 Cindy Brooks, *Executive Director Team Jefferson EDS*
Labor Members
 Rusty Grable, *Business Rep & Organizer Machinist Union District 160*
 Neal Holm, *Electrician and Membership Development IBEW 46*

Business Members

Dr. Suzy Ames, *Peninsula College President*
 Dr. Marty Cavalluzzi, *President Olympic College*

Education K-12 Members

Aaron Leavell, *OESD #114 Superintendent*
 Dr. Kareen Borders, *South Kitsap School District*
 Kevin Gallacci, *General Manager Clallam Transit System*

Public Service Members

Gina Lindal, *Administrator Department of Social and Health Services*

Community Based Members

Anthony Ives, *Executive Director Kitsap Community Resources*
 Jeff Randal, *Secretary District 1 Jefferson PUD*

YOUTH COMMITTEE MEETING AGENDA

DATE: November 15, 2024

TIME: 9:00 a.m. – 9:50 a.m.

LOCATION: Field Arts & Events Hall

219 N. Oak St., Port Angeles, WA 98362 or Virtually via [ZOOM](#)

ACTION ITEMS:

1. Call to Order – 9:02 a.m.
2. Approval of Agenda
3. Approval of Meeting Minutes from September 12, 2024 (Att. A)

DISCUSSION ITEMS:

4. Career Connected Learning updates
5. WIOA Youth Pathways to Success updates
6. Youth Resource Round-Up (Att. B)
7. Good of the Order
8. Adjourn

Attachment A

**OLYMPIC WORKFORCE DEVELOPMENT COUNCIL (OWDC)
YOUTH COMMITTEE SUMMARY
September 12, 2024**

ATTENDANCE: Jeff Allen, Emily Manson, Dr. Kareen Borders, Tiffany Skidmore, Summer Evert, and Cindy Brooks.

The Olympic Workforce Development Council's (OWDC) Youth Committee meeting was held on Thursday, September 12, 2024, via ZOOM

APPROVAL OF SUMMARY:

The Youth Committee's July 11, 2024, Meeting Minutes and September 12, 2024, Agenda was reviewed and approved with no amendments.

DISCUSSION

1. CCL Update

- a. West Sound Stem supporting work-site learning tours in the construction, HVAC, and Sheet Metal-Training programs can be tailored to meet specific needs of the requester.
- b. STEM Like ME
 - i. Received funding to expand age and geography.
- c. Gates Foundation Consortium
 - i. Collaborative efforts with 15 schools, Non-Profits, and Workforce agencies.
 - ii. Focusing on individuals entering post-secondary education with a career exploration piece.
- d. CCW
 - i. Program Builder Round 13 out with due date of: October 16th.
 - ii. \$100,000 to \$175,000 with cap of \$250,000

2. Evergreen Bright Start Youth Supportive Housing

- a. Support from Kitsap County, Kitsap Mental Health, Bremerton Housing Authority-developed permanent housing from youth 18-24 years old.
- b. 30 units with 6 units set aside for on-site services.
- c. affordable housing for those transitioning out of foster care, facing homelessness, or in need of additional support.
- d. Waiting on occupancy permit. Estimated open date: January 2025.

3. Pathways Update

- a. Enrollments continue to grow.
- b. Significant increase in individuals who are recent graduates and unable to find work.
- c. Outreach to schools
- d. 5 WEXs
- e. Shared success story

4. General Updates

- a. Cindy Brooks shared they will use Recompete Grant funding to hire FTE for Workforce Development.
- b. DVR will begin priority of service in October.
- c. Open Doors-still working through details.

5. Youth Round-Up

- a. Reviewed information in packet.

ADJOURN

There being no further business to come before the committee, the meeting was adjourned at 9:47 am.

Next Meeting: In-Person November 15, 2024. Location TBD



Attachment B

Youth Resource Round-Up

- Harvard's Graduate School of Education recently published a guidebook for integrating youth voice in a co-design process. [Youth Voice Playbook: Engaging Youth in Research – Center for Digital Thriving \(harvard.edu\)](https://www.harvard.edu/center-for-digital-thriving/youth-voice-playbook)
- Annie. E. Casey Foundation recently published a series on the positive impacts of Positive Youth Development (PYD) in supporting young workers. [Here's the short blog](#) with the highlights/main takeaways and a link to the full report.
- If you work with any 501(c)3 organizations that are present in at least 3 states – USDOL just dropped new grant opportunities to support out-of-school time (before/after school programs). [Check out the announcement here](#). Applications due December 3rd.



Strategic Workforce Development Coalition

Chair – Molly Propst, *Human Resources
Executive, Jefferson Healthcare*

COUNCIL MEMBERS

Alex Lewis, *North Olympic Healthcare
Network*

Chuck Moe, *NW Laborers*

Cordi Fitzpatrick, *Security Services NW*

Danny Steiger, *Lumber Trades, Inc.*

Gina Lindal, *Dept. of Social & Health
Services*

Jeff Allen, *Olympic Educational Service
District #114*

Jessica Bar, *Employment Security
Department*

Marilyn Hoppen, *Kitsap Bank*

Megan Mason-Todd, *Skookum*

Monica Blackwood, *West Sound
Workforce*

Nicole Brickman, *YMCA*

Michael Refuerzo, *Booz Allen*

CONTRIBUTING MEMBERS

Danessa Gray, *Olympic College*

Deanna Kennedy, *Western Washington*

Ezekiel Hill, *Dept. of Social & Health
Services*

Joe Morrison, *Kitsap Economic
Development Alliance*

Kristal Thomas, *Express Employment
Professionals*

Marty Reep, *Navy Lab Keyport*

Mike Robinson, *Employment Security
Dept.*

Phillip Godinez, *Kitsap Community
Resources*

Wendy Fox, *Olympic College*

STAFF

Bill Dowling

Alissa Durkin

Luci Bench

Meeting Agenda

DATE: October 18th, 2024

TIME: 9:00 a.m. – 10:30p.m.

LOCATION: Virtually: [Microsoft Teams](#)

In-Person: WorkSource Kitsap
3120 NW Randall Way, Silverdale

ACTION ITEMS:

1. Welcome and Call to Order – 9:00 a.m.
2. Approval of August 15th, 2024 Meeting Minutes (Att. 2, pgs. 2-3)

DISCUSSION ITEM:

3. Empowering Women's Event | Port Angeles – Oct 11th (Att. 3, pgs. 4)
4. Commerce Reinvestment Fund Grant Awardees
5. Washington Workforce Association
John Glynn, Strategic Initiatives Manager
6. Local OWDC Business Resource Tool Kit (Att. 6, pgs. 5-7)
7. Good of the Order
8. OWDC 2024 Calendar (Att. 8, pg. 8)
9. Adjourn

Next Meeting: Virtual December 20, 2024



Strategic Workforce Development Coalition

Meeting Minutes August 16, 2024

ATTENDEES:

IN-PERSON: Molly Propst, Marty Reep, Deborah Welsh, Una Wirkebau, and Luci Bench

VIRTUAL: Danessa Gray, Wendy Fox, Cindy Brooks, Monica Blackwood, Jeff Allen, Wendy Fox, Mike Robinson, Martin Cavalluzzi, Ed Looby, Zeke Hill, Frank Portello, Michael Refuerzo, Colleen McAleer, Deanna Kennedy, and Alissa Durkin.

ACTION ITEMS

1. Call to Order: 9:05am
2. Approval of June 21 meeting minutes.

MOTION: Jeff Allen moved to approve June 21 meeting notes as presented. Marty Reep seconded the motion. **Motion carried unanimously.**

DISCUSSION ITEMS:

3. Business Discussion – Training and Education Opportunities 2024 Meeting Notes: reviewed survey results. Jeff Allen shared that there is training programs already engaged with Olympic College (OC). OESD is already partnering with employers to weaver certificates/credential earnings into their youth services. Wendy added that OC has a Business Survey currently open that is capturing this data. Kitsap Economic Development Alliance has already conducted a business survey. Una shared that Peninsula College (PC) is working on a business survey.

ACTION ITEM: if possible, gather all the data for multiple entities and aggregate instead of developing and issuing a new survey to removed duplicating the work and over surveying businesses.

Mike Robinson explained there is a difference between K-12 and Adult Job Seekers education and training opportunities. He proposed a clear understanding of Work Experiences (WEX) and On-the-Job (OTJ) training.

Suggestion to survey the top 20 businesses and ask what they need for training, but the targeted 'population' is medium to small businesses. Possible avenue would be through OC's Advisory groups who have industry leader members.

Further discussion on current trainings, education, and the infrastructure already in place and what employers need in their job seekers.

- a. Resource Tool Kit: Reviewed work conducted on July 22nd. Add description of links.
- b. Business Survey: based on previous discussion, suggested to compare the questions across all the surveys already conducted.

- c. Employer Education Workshop: great opportunity to provide training and education opportunities to employers, as well as resources within the current system, and the defined OJT/WEX/Internships. WorkSource is hosting a business training later this year, more information to come.
- 4. Good of the Order – Una and Luci requested volunteers to assist with a Clallam/Jefferson Women’s Empowerment event for October 12th.
Marty Reep has been contacted by a Victoria Bergasgel about a Maritime school. She would like to connect with individuals who would be interested.
- 5. Calendar – October 18th meeting with by hybrid, in-person will be in Kitsap location TBD. Suggested to cancel the December 20th meeting but after further discussion, we’ll still hold the meeting but it will be only virtual no in-person.

Adjourn: 10:17am

Next meeting: Hybrid October 18th, location TBD.



Women's

Employment Workshop

Join us in empowering women and gender-expansive individuals on their professional journeys! This free event offers support, resources, and opportunities! Whether you're newly entering or returning to the workforce, join us to gain the tools, new skills, and inspiration.

October 11, 2024 | 10:30 am -1:00 pm
The Hub | 117 N Lincoln St, Port Angeles

Women Leading Change Panel:

- Dr. Suzy Ames
President Peninsula College
- Betsy Davis
Executive Director NWSWBB
- Layla Rawls
Executive Director Ginger's Closet
- Mayor Dexter
City of Port Angeles



Register Here!

<https://www.cognitoforms.com/KitsapCounty1/SWDCoalitionWomensWorkshop>

Come For:



Business Personal Appearance



Free Clothing Closet



Educational Assistance & Financial Aid



Mock Interviews



Resume Assistance & Job Coaching



Entrepreneurship & Brand Coaching



A proud partner of the American Job Center network



PENINSULA COLLEGE





Job Description Builders

Education Design Lab

[Education Design Lab \(eddesignlab.org\)](http://eddesignlab.org)

Easy step by step job description builder based on job title and industry. Add and remove required competencies (required and preferred) specific your organizations need. Creates a ready to use job posting.



[Career One Stop](#)

Job Description Writer sponsored by the U.S. Department of Labor. Walks the user through a step-by-step process of building a meaningful description based on occupation.



[O*Net OnLine](#)

Online search engine to find job descriptions and definitions to help students, job seekers, businesses and workforce development professional. Includes finding job descriptions based on skills and a crosswalk for Military member to understand what civilian jobs relate to the position they held in the military.



[National Fund for Workforce Solutions](#)

Job design builder, helping businesses create the right type of position based on the task components. Includes research for healthcare businesses and employees.



U.S. Bureau of Labor of Statistics [Occupational Handbook](#)

Information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of occupations. Include dynamic search engine to locate occupational job summary, education, a pay information.

Education and Training Options



[Washington State Library](#)

Resource library of online education and training opportunities to upskill or reskill.



[Northstar Digital Literacy](#)

Self-directed assessment and learning tool that covers a variety of technology to improve skills on a number of common computer topics.

Business Resource Tool Kit



Google now provides online professional job training from job specific skills to certificate programs. Earn credential in high-growth fields from Cybersecurity, data analytics, project management, and IT support.



[GCF Global](#)

For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century by offering self-paced online courses. E-Learning, career Coaching, and stackable credentials.



[Olympics & Rainier Region Goodwill](#)

Offering vocational school training and education, as well as programs and career support services. Includes financial education, digital skills, General Education Diploma (GED), and career readiness education and development.



[Coursera](#)

Over 7,000 online courses to learn project specific skills, program certificates, or flexible learning options.



[LinkedIn Learning](#)

Online educational platform that offers a wide range of video courses taught by industry experts. Features over 16,000 courses. Local WorkSource and Libraries offer licenses at no cost.



[Express Pros Express Learn](#)

Educational program featuring a variety of flexible courses in high-demand fields. Completely free for Express Associate, follow link for more information.



[The Open University](#)

Offering a wide range of courses and qualification sin various subjects, from undergraduate to postgraduate level. Based out of the U.K., Open University distance learning options globally.



[Udemy Online Courses](#)

Online learning platform that offers over 130,000 individual online courses and can be a great option if you're interest in a one-off course in a specific subject or skill set. Offers both paid and free courses.



[Alison](#)

Free online courses with certificates and diplomas for in-demand fields.

Business Resource Tool Kit

Many Major Universities offer free online classes – examples:

Harvard University <https://pll.harvard.edu/catalog/free>

Stanford University <https://online.stanford.edu/free-courses>

Other Helpful Resources



Washington Workforce Association Business Services

Business resources to avoid workforce reductions and employee separations. Links to Layoff Aversion Programs and list of business and employee benefits.



Kitsap Economic Development Alliance Business Resources: [Business Resources | KEDA \(kitsapeda.org\)](https://www.kitsapeda.org/BusinessResources)



EDC Team Jefferson [Discover Resources \(edcteamjefferson.org\)](https://edcteamjefferson.org)



Clallam Economic Development Council [Clallam Economic Development Council - Business Support & Growth](https://www.clallamedcouncil.org/BusinessSupport&Growth)



Job Accommodation Network (JAN)

JAN provides free and confidential consultation for employers of all sizes and types (e.g., private, federal, state, or local government, etc.). This consultation includes practical guidance on workplace accommodation solutions, accommodation process strategies, and the employment provisions (Title I) of the Americans with Disabilities Act (ADA) and related legislation.

Internships

Contact WDA1 ESD WIOA offers Paid Work Experiences and On-The-Job Trainings Email: OlympicWIOA@esd.wa.gov for additional assistance

[Association of Washington Business \(AWB\)](https://www.waaweb.org/)

2024 Meetings

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	9	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCB Meeting (3rd Fridays)

10am-12pm

January 19
March 15
July 19
September 20

OCB - OWDC Joint Meeting

9am-12pm

May 17
November 15

SWD Coalition Meeting (3rd Friday)

9-10:30am

April 12
June 21
August 16
October 18
December 20

OWDC Meeting (2nd Thursday)

10am-12pm

January 11
March 14
July 11
September 12

Executive Meeting (2nd Tuesdays)

10am-12pm

January 9
March 12
May 14
July 9
September 10
November 12